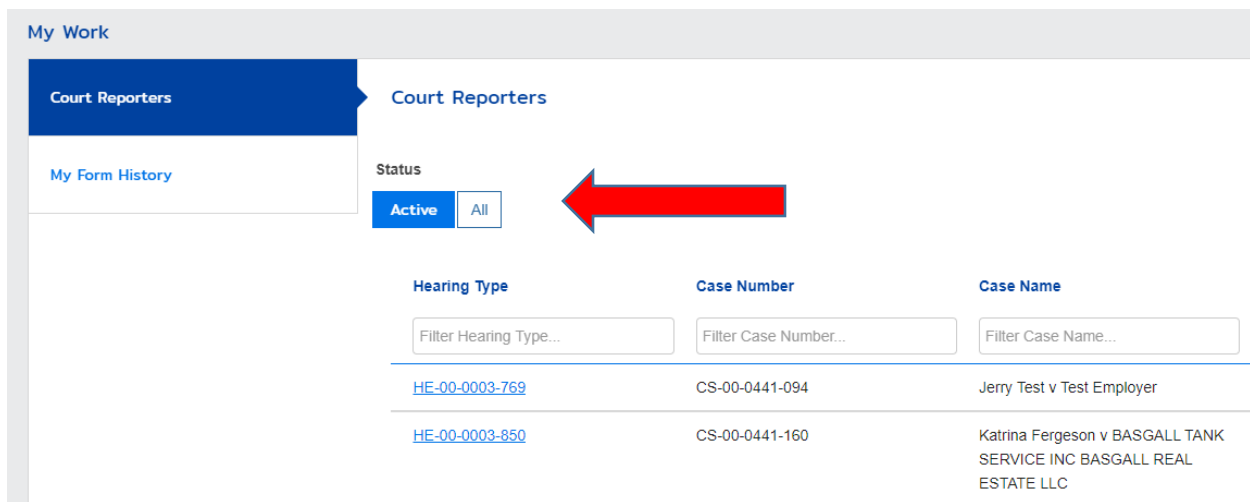# UPDATE (FALL 2019)

Viewing Your Upcoming Hearings

The revised court reporter landing page now includes quick filter toggles: "Active" and "All". When "Active" is selected, the table will update to only show hearings which are <u>not</u> in the status "Hearing Concluded" (in other words, these are upcoming hearings). When "All" is selected, the table will show all hearings regardless of status.

Gaining Access to a Hearing

1. Log into OSCAR with your court reporter username and password

2. On the landing page, click the "Get Access to a Hearing" button in the right-hand corner of the page

3. You will be taken to a page that will ask you to enter the OSCAR Hearing ID number (HE-XXXXXX-XXX) to which you are trying to gain access. Type in the number and then click the "Next" button

* You can obtain this Hearing ID by contacting the ALJ's Legal Assistant*

4. If OSCAR recognizes the Hearing ID number, OSCAR will present you with the case information and ask you to confirm that this is indeed the correct hearing.

5. In the bottom left corner, there is a certification box you must check before moving on.

6. Click "Confirm" if the information is correct; click "Back" if you need to enter a different Hearing ID number.

7. Once confirmed, the hearing will appear in your "My Hearings" list.

Note: If you are the second court reporter to gain access to the hearing, OSCAR will mark you as Court Reporter 2 on the hearing details page. If 2 courts reporters are already associated to the hearing and you need access, please contact that case's assigned ALJ or their legal assistant.